



DEPARTMENT OF THE NAVY
COMMANDER TRAINING AIR WING ONE
101 FULLER ROAD SUITE 250
MERIDIAN MS 39309-5403

COMTRAWINGONEINST 3700.1H
00N4
5 Dec 11

COMTRAWING ONE INSTRUCTION 3700.1H

From: Commander, Training Air Wing ONE

Subj: MAINTENANCE AND CONTROL OF FLIGHT PACKETS

Ref: (a) NAVSUP P485, Volume I, Para 3330 - 3334
(b) CNATRAININST 3700.2D
(c) COMNAVAIRFORINST 4790.2A pages 5-48 of 5.1.3.7.3.9
(d) NAVSUP AIR Card Desk Guide
(e) T-45 Contractor Logistics Support (CLS) Contract

Encl: (1) Sample Local Logbook Requirement
(2) Flight Packet Checklist
(3) Flight Packet Receipt Form

1. Purpose. To establish control and standardization for the custody, issue, maintenance, and inventory of flight packets for all Training Air Wing ONE (TW-1) activities, and to simplify the control and use of assigned flight packets during cross country/ferry operations/extended flights. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMTRAWINGONEINST 3700.1G.

3. Discussion. References (a) through (d) promulgate instructions concerning the preparation and maintenance of the procurement portion of flight packets. This instruction standardizes the custody, issue, maintenance, and inventory of flight packets under the control of TW-1. Reference (e) outlines Contractor responsibilities.

Action

a. TW-1 Supply Department shall:

(1) Assign the AIR Card APC to serve as the Flight Packet Control Officer.

(2) Be responsible for control and issue of flight packets to the government contracted maintenance provider. Flight packets shall conform to guidelines provided in references (a) through (d).

(3) Sub custody flight packets to the Aircraft Maintenance Contractor and monitor to ensure compliance with references (a) through (d) in the use of flight packets.

(4) Reconcile monthly inventory provided by Aircraft Maintenance Contractor with Master

List of identaplate and AIR Cards.

(5) Maintain copies of monthly inventories of assigned flight packets for a minimum of one year.

(6) Prepare reports to Supervisor and TW-1 Chain of Command of pending cases of lost/missing Air Cards and Air Card Purchase receipts.

b. Aircraft Maintenance Contractor shall:

(1) Comply with reference (a) and maintain flight packets in a locked container when not in possession of aircrew.

(2) Maintain and issue flight packets in accordance with T-45/CLS contract and reference (b).

(3) Inspect flight packets using flight packet checklist (enclosure 2), before flight and after return in accordance with references (c) and (d).

(4) Return all fuel receipts daily to TW-1 Financial Management Division. All receipts will be accompanied with enclosure (3).

(5) Control and account for tools associated with flight packets as part of the tool control plan in accordance with references (c) and (e).

(6) Notify CNATRA DET Quality Assurance and TW-1 AIR Card APC in the event of a lost/missing/misplaced flight packet and/or its contents.

(7) Provide a quarterly inventory of flight packets to TW-1 AIR Card APC no later than the fifth working day of the month.

c. Aircraft Commanders:

(1) Complete a joint inventory with Contract Maintenance Control of flight packet contents upon issue and return and report any deficiencies immediately to Contract Maintenance.

(2) Ensure CNATRA Flight Packet Receipt is correctly completed in accordance with reference (c).

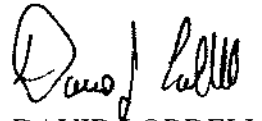
(3) In the event of a missing tool from a flight packet during a cross-country flight, immediately call home station for guidance **prior to continuing flight.**

(4) Provide all financial receipts to CLS Maintenance Control for delivery to CTW-1 Financial Management Division.

(5) Complete computer based online AIR Card User Training at https://www.navsup.navy.mil/ccpmd/air_card/training

d. CNATRA DET Quality Assurance shall:

(1) Monitor Aircraft Maintenance Contractor performance and ensure compliance with references (a) through (e) of this instruction.



DAVID LOBDELL

Electronic only, via TRAWING ONE website:

https://www.cnatra.navy.mil/TW1/pubs_instructions.asp

https://www.cnatra.navy.mil/TW1/pubs_notices.asp

https://www.cnatra.navy.mil/TW1/pubs_cancellations.asp

Local Logbook Sample Requirement

[illegible]

Procedure Number: 09-3301
Attachment Number: One
Page Number: 1 of 2
Effective Date: 01 October 2008
Revision Number: Initial Issue

Flight Packet Checklist

	<u>Quantity</u>	<u>Initials</u>
CNATRA GEN 3710/8 - Envelope, Flight Packet No stock Number, Obtain from CNATRA, RM 265, Phone Number (512) 939-2637	1 Each	
or		
7510-00-766-4269 - Flight Crew Checklist Pocket (Preferred), 9Q Cog	1 Each	
DD 1898 - DoD Fuel Issue Record 0102-LF-001-8982, 1I Cog, Package of 100	1 Each	
DD 1896 - Jet Fuel Ident-a-Plate 0102-LF-068-1901 (Order via Letter to CNATRA N4 Per CNATRAINST 3700.2	1 Each	
or		
DD 1897 - Aviation Fuel Ident-a-Plate 0102-LF-068-2001 (Order via Letter to CNATRA N4 Per CNATRAINST 3700.2	1 Each	
SF-94 - Statement of Witness Form (Two-Sided) 7540-00-634-4045, 9Q Cog, Hundred	1 Each	
SF-95 - Claim for Damage, Injury, or Death (Two-Sided) 7540-00-634-4046, 9Q Cog, Hundred	1 Each	
CNATRA GEN 3710/14 - Flight Packet Receipt/Inventory Form 0197-LL-CF1-9041, Obtained from CNATRA, Room 265, Phone Number (512) 939-2637	1 Each	
Carbon Paper	1 Sheets	
Driver, Hex 5/32	1 EA	

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U.S Government Air Card	1 EA
Instructions for packing and shipping of damaged A/C Components	1 EA
Instructions for procuring services and supplies	1 EA
Key personnel phone number listing	1 EA
Static Display A/C security and safety	1 EA
A1-T45AB-MRC-100 turn around checklist	1 EA
A1-T45AC-NFM-600 NATOPS checklist	1 EA
Yellow sheet OPNAV 3710/4	1 EA
Fuel sample log sheet	1 EA
External power instructions	1 EA
Federal Air Regulations	1 EA
Preflight/daily/turnaround/post flight maintenance record	1 EA
OPNAV 4790/141 A/C inspection and acceptance record	1 EA

FLIGHT PACKET RECEIPT

PILOT'S NAME	RANK	ISSUED BY	PACKET #	
AIRCRAFT SIDE #	AIRCRAFT BUREAU #	UNIT ATTACHED	PHONE	DATE

PROCUREMENT DOCUMENTS

DD FORM 1348		STANDARD FORM 44	
NUMBER	USED	NUMBER	USED

DD FORM 1896 / 1897 JET FUEL INDENTAPLATE

FUEL PURCHASES ON CROSS - COUNTRY FLIGHTS

LOCATION (FUEL STOP)	DOCUMENT # USED	GALLONS			DATE
		JTA	JP8	AVGAS	

REMARKS:

The procurement documents for the above were used and copies are attached. Unless otherwise indicated below, no other obligations were incurred by me during the period from _____ to _____.

SIGNATURE:

DATE:

CNATRA 3710/14 (2 - 99)